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1933-1934 Xavier University Day School of Commerce and Finance Course Catalog

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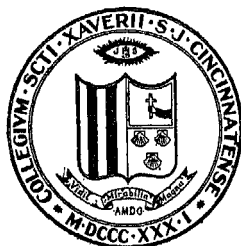
XAVIER UNIVERSITY BULLETIN

PUBLISHED MONTHLY FROM MAY TO OCTOBER BY
XAVIER UNIVERSITY, CINCINNATI, OHIO

NEW SERIES, VOL. XVII. AUGUST, 1933

No. 4

DAY SCHOOL OF COMMERCE AND FINANCE



CATALOGUE 1933-1934

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Xavier University is accredited by:

The North Central Association

The National Catholic Educational Association

The New York Board of Regents

The State Departments of Public Instruction
in Ohio and Kentucky for issuing State High
School Certificates

Xavier University is a member of:

The Association of American Colleges

The American Council on Education

CALENDAR

1933

First Semester

Sept. 5,	Registration for local Freshmen.
Sept. 7,	Registration for local Higher Classmen.
Sept. 11, Monday	Registration for out of town students. An additional fee of \$5.00 is required for other registration.
Sept. 13, Wednesday,	First Semester begins.
Sept. 15, Friday,	Sodality reorganizes. Freshmen place- ment tests.
Sept. 18, Monday,	Debating and literary societies reorganize.
Sept. 20, Wednesday,	Late registration closes.
Sept. 20, Wednesday,	Mass of the Holy Ghost.
Sept. 23, Saturday,	Conditional examinations.
Oct. 16, Monday,	Subjects for Senior theses approved.
Oct. 30, Monday,	Debating Team preliminaries.
Nov. 1, Wednesday,	Feast of All Saints.
Nov. 10, Friday,	Masque Society performance.
Nov. 17, Friday,	Verkamp Debate preliminaries.
Nov. 22, Wednesday,	Requiem Mass for deceased professors, alumni, and benefactors.
Nov. 23, Thursday,	Intra-semester tests.
Nov 30, Thursday,	Thanksgiving Day.
Dec. 1, Friday,	Patron's day (transferred from Decem- ber 3).
Dec. 6, Wednesday,	Verkamp Debate.
Dec. 8, Friday,	Feast of the Immaculate Conception.
Dec. 11, Monday,	Reception into the Sodality.
Dec. 20, Wednesday,	Christmas Chapel Assembly.
Dec. 21, Thursday,	Christmas recess begins.

1934

Jan. 3, Wednesday, Classes resume, 8:30 A.M.
 Jan. 12, Friday, Oratorical preliminaries.
 Jan. 24, Monday, Semester examinations.
 Jan. 30-Feb. 1, Annual Retreat.

Second Semester

Feb. 2, Friday, Second Semester begins. Semester payments due.
 Feb. 5, Monday, Oratorical semi-finals.
 Feb. 16, Friday, Oratorical approvals.
 Feb. 21, Wednesday, Oratorical contest.
 Feb. 22, Thursday, Washington's Birthday.
 March 22, Thursday, Intra-semester tests.
 March 29-April 2, Easter recess.
 April 3, Tuesday, Classes resume, 8:30 A.M.
 April 3, Tuesday, Senior theses due.
 April 4, Wednesday, Intercollegiate Latin contest.
 May 10, Thursday, Ascension Thursday.
 May 11, Friday, President's Day.
 May 30, Wednesday, Decoration Day.
 May 31-June 4, Semester examinations.
 June 5, Tuesday, Baccalaureate exercises.
 June 6, Wednesday, Graduation exercises.
 June 11, Monday, Entrance examinations.
 June 18, Monday, Summer session.

FACULTY AND INSTRUCTORS

HUGO F. SLOCTEMYER, S.J., A.M., M.S., LL.D.
 President of the University

ALPHONSE L. FISHER, S.J., A.M.
 Dean of School of Commerce and Finance

JOHN E. BARLOW, S.J., A.M., PH.D. Philosophy
 MURTHA BOYLAN, S.J., A.M., PH.D. Philosophy
 WILLIAM T. BURNS, A.B. Mathematics, Accounting
 WILLIAM ESTABROOK CHANCELLOR, A.M. Economics
 RAYMOND J. FELLINGER, A.B. Registrar
 JOHN F. GRABER, A.M. German
 JOHN I. GRACE, S.J., A.M. Religion
 TERENCE T. KANE, S.J., A.M., J.C.D. Ethics
 JOSEPH F. KOWALEWSKI, M.S., CAND. PH.D. Chemistry
 JOHN C. MALLOY, S.J., A.M. Religion
 JOHN A. McEVOY, S.J., A.M. French
 EDWARD PERAGALLO, A.M. Accounting
 CLAUDE J. PERNIN, S.J., A.M. Public Speaking
 MARTIN J. PHEE, S.J., A.B., M.S. Biology
 VICTOR C. STECHSCHULTE, S.J., A.M., M.S., PH.D. Physics
 JOHN J. USHER, S.J., A.M. Spanish
 ALBERT WORST, A.B., B.L.S. Librarian

SPECIAL LECTURERS

ALFRED E. BRAUN, B.C.S., C.P.A. Principles of Accounting
 FRANK J. CRANE, B.C.S., C.P.A. Auditing
 WILLIAM H. MOELLER, B.C.S., C.P.A. Advanced Accounting Problems
 STANLEY HITTNER, B.C.S., C.P.A. Accounting Practice
 ERNEST F. DuBRUL, A.M., M.LITT., LL.B. Business Trends
 LAWRENCE H. KYTE, A.B., LL.B. Contracts-Corporations
 JOSEPH CARNEY, LL.B. Negotiable Instruments
 JOHN C. THOMPSON, A.M., LL.B. Sales
 WALTER A. RYAN, LL.B. Real Property

GENERAL STATEMENT

IS THE BUSINESS FIELD CROWDED?

Business presents a greater range for choice for the youth of today than any other field. There is a place for every type of ability. Business men are finding out, more and more, that it pays them to discover and reward the abilities of their employees. The keen competition of the business world has forced them to take advantage of all the intelligence available and to make the rewards more attractive.

James Simpson, head of Marshall Field and Company, said recently that, "good men are harder to find today for executive positions than ever before." In these days of overproduction and unemployment, it may seem startling to hear that the field for business leaders is not crowded. Demands for business services change and develop rapidly and the man who cannot change to meet modifications in his environment must make way for the person who has trained his mind broadly as well as thoroughly.

IS A COLLEGE EDUCATION NECESSARY?

Can one gain success without a college education? Certainly. But with greater effort and probably in a less degree. Many of our business leaders of today have attained the heights of success without the advantages of a college education. But it is significant that these men now choose most of their executives from the college group. Business men give as their reason for preferring college graduates that graduates have proved that they can follow a definite line of endeavor to a successful conclusion. One Cincinnati business man said, "It is the usual thing to graduate from college. If a young man coming to us for a position has not finished college, we think there may be something wrong with him." A man should, of course, have special qualifications along a certain line, but it should be training that has fundamental learning as a background if he wishes to go far in the business world. Charles M. Schwab has said, "Young men and young women who enter business with a college education are provided with a key that will enable them to open the door of success when opportunity knocks."

TO WHAT EXTENT SHOULD ONE SPECIALIZE?

The returns from specialized occupations too often melt away with changes in human desires or end abruptly with modern discoveries and inventions. The foundation of training for business

must be sufficiently broad to permit the individual to change with the changes in economic conditions and specialized enough to make him immediately useful while he grows in experience. This means that we must retain as much of the broad liberal arts education as possible while presenting such courses as give the student the business principles and technics needed. In other words, while we cannot make a business man of the student, we can prepare him to become a business man.

In the present epoch, opportunities appear not only in the larger corporations, but also in the conduct of small enterprises where individual ability and training have relatively free scope.

XAVIER UNIVERSITY

Xavier University was founded more than a hundred years ago and has a long list of successful and loyal alumni. The new location is in a beautiful residential and park district of Cincinnati, from which there is easy and quick access to all parts of the city. The campus occupies a broad valley that presents an ideal location for the dormitories, college buildings and athletic fields. The buildings are new and sanitary, and the classrooms and lecture halls are spacious, bright and well-ventilated. The departments of science are fitted with the latest improved devices, and the laboratories are generously provided with suitable apparatus and material for work in Chemistry, Physics and Biology.

THE SCHOOL OF COMMERCE AND FINANCE

The School of Commerce and Finance was separated from the Liberal Arts College, at Xavier University, during the school year of 1931-1932, to satisfy a need that was felt to exist in this district for such a school. A school of commerce is not an experiment in the field of education since there are many such schools that offer the fundamentals of business training for the collegiate degrees. In 1924, there were 5,771 students enrolled in Schools of Commerce, Finance and Foreign Trade, controlled by the Catholic Church. The Xavier School of Commerce is now bringing to the friends of this institution an opportunity to get a liberal arts business education.

A BUSINESS EDUCATION IN A BUSINESS CENTER

No better place for a business education could be found than the city of Cincinnati. With the vast field of industry and commerce offered by the city, there are many and varied opportunities for observing the operation of our economic machinery. The student who really desires to acquire business knowledge has no difficulty in finding practical answers to all his questions. Alumni of Xavier

University are interspersed throughout the network of the business life of the city and heartily offer their services in giving the students these valuable contacts.

FIELD TRIPS

It is the plan of the School of Commerce to give the students organized work in observing the applications of the economic and business principles learned in the classroom. A member of the University staff, experienced in business operation and administration, will conduct a series of tours through some of the representative business establishments of Cincinnati. Thus the student may see, under expert guidance, the actual functioning of business operations. Students are encouraged and aided to carry on independent investigations of business concerns not covered by the field trips.

PLACEMENT TRAINING

The School of Commerce plans to give its students real business contacts by permitting them to spend some time during their commerce course in the actual performance of business operations in business plants of the city. The object of this training is not so much the acquiring of techniques on the part of the student as to give him confidence and familiarity with the commercial organization. Greater opportunity will thus be offered for observation than is given on a field trip.

PLACEMENT OF GRADUATES

No school, especially in times of low business activity, can assure positions to its graduates. Many of our students are taking the degree in the School of Commerce to fill definite positions planned for them. Others desire some aid in placement. Plans are being laid to aid graduates by giving information to employers and pointing out contacts to students. The School of Commerce can perform valuable service to business by thus giving aid in getting the man and the job together.

LIBRARY

The Xavier Library is well equipped with material for the School of Commerce. Recent gifts of private business libraries have added hundreds of books to the already adequate facilities. These books are up-to-date; and helpful librarians are always at hand to aid in finding materials. The best business periodicals are provided for the use of students.

DEGREE OFFERED

The degree of B. C. S. (Bachelor of Commercial Science) is offered for students who graduate from the School of Commerce.

This requires 128 semester hours of credits, properly divided as to a major and minors. Certain courses are required of all students in the University. The general program for the School of Commerce is outlined on succeeding pages.

COURSES OFFERED

In the course of study offered by the School of Commerce, an attempt has been made to give the student a broad foundation upon which to build his experience. This course provides a liberal arts foundation and embraces the fundamental principles of those fields with which all business men must, more or less, come into contact.

FEES AND EXPENSES

All communications concerning tuition, fees, and rental of rooms should be made to the School of Commerce, Xavier University, Evanston Station, Cincinnati, Ohio.

All tuition and fees required from students must be paid in advance and as a condition of registration. Registration shall not be considered as completed until all such payments have been made, and a "late registration fee" shall be added to fees not paid on the days set apart for registration. If fees are not paid promptly, the deans are authorized to exclude students from attendance upon their classes.

Fees are subject to change as conditions necessitate; such changes take effect at once and apply to students already enrolled, unless otherwise specified.

Tuition and fees are not returnable except when withdrawal from the University is caused by sickness or causes entirely beyond the control of the student. Before application for refund will be considered, it is necessary that the student shall have submitted to the Registrar notice of his withdrawal at the date of such withdrawal. Students withdrawing under discipline forfeit all rights to a return of any portion of their fees.

The full amount of tuition, but no activity fees, or laboratory fee, shall be returned to students who fail of admission to the University after same have been paid. In other cases refunds, when allowed, shall be in the following proportions:

During 1st and 2nd weeks.....	80%
During 3rd and 4th weeks.....	60%
During 5th and 6th weeks.....	40%
During 7th and 8th weeks.....	20%

After the eighth week no refund shall be allowed, but a credit memorandum may be issued for the total amount of the tuition or fees.

First Semester

Matriculation Fee (payable once).....	\$5.00
*Tuition.....	90.00
Fee for use of each Laboratory.....	10.00
Breakage Fee in each Laboratory (returnable following Sept.)...	5.00
Activities Fee.....	25.50
Late Registration Fee.....	5.00
Typing.....	7.50

Second Semester

Tuition.....	60.00
Fee for use of each Laboratory.....	10.00
Late Registration Fee.....	5.00
Typing.....	7.50

SPECIAL FEES

Conditioned examinations, each.....	\$2.00
Conditioned examinations, if taken on any other than the day assigned, each.....	8.00
Examination for removal of "absence" mark, each.....	2.00
Extra fee for each semester hour in excess of normal schedule of sixteen hours, exclusive of Pre-Medic students, per hour...	5.00
Penalty for Change in Registration Card.....	1.00
Duplicate Transcript of college credits.....	2.00
Graduation Fee.....	25.00

ROOMS AND BOARD

A deposit of \$10.00 must accompany the verbal or written application for a room. In case a student fails to occupy a room after reservation, the deposit will not be returned, unless notice of withdrawal is received before August 15th.

The prices charged for rooms include heat, light, water, and care by janitors. The range of prices for the current year is as follows:

Single rooms, \$100 a semester.

Double rooms, \$75 a semester.

Board is furnished at the College Inn at \$187.50 a semester.

*Juniors and Seniors who have been in continuous attendance at Xavier University, who are acceptable in attendance and demeanor and who have and maintain an average of "B", and are active members of the Poland Philopedian Society, merit the enjoyment of the William F. Poland Endowment Fund and are granted free tuition; they must however, pay all incidental fees in advance.

ENTRANCE

REGISTRATION

New students must make application for entrance to the Registrar. A student will not be registered without *official* entrance records. Students entering from other colleges should first write to the Registrar, Xavier University.

TESTIMONIALS AND CREDENTIALS

All applicants for entrance to the University must present satisfactory testimonials of good moral character. A student entering from another college or institution of collegiate rank, must furnish from such institution a certificate of honorable dismissal before his credentials for scholarship will be examined by the Registrar.

CONDITIONS OF ENTRANCE

The usual method of entrance to the University is by certificate from accredited schools.

A candidate offering, at the opening of the college year, fifteen units, * as specified in the following schedule, will receive Freshman rank unconditioned.

A student who has presented 15 units, but who lacks one of the units prescribed as essential, will be admitted as a conditional Freshman with the understanding that he enter at once a class in the subject which he is lacking. Deficient and conditioned students must, therefore, submit their course of study for approval to the Dean of the College.

A student who lacks two units of a Foreign Language may be a conditioned Freshman.

No student will be admitted to Freshman ranking at Xavier University who presents less than fifteen units.

No student may be registered as a Sophomore until all entrance conditions have been removed.

*A unit is a series of recitations or exercises in a given subject pursued continuously throughout the school year. The number of class exercises required in a week for each unit shall, in general, be five. Double periods are required for laboratory courses.

Not less than two units will be accepted in any foreign language except where a major credit is allowed consisting of two units in one foreign language and one unit in another foreign language. Half units will be accepted, but only when presented in addition to integral units in the same subjects which constitute a *complete* course in themselves, e. g., Solid Geometry. Any two of the biological sciences (Physiology, Botany, Zoology) may be combined into a continuous year's course equal to one unit.

PREScribed ENTRANCE REQUIREMENTS

English.....	4 units	Foreign Language.....	2 units
Algebra.....	1 unit	History.....	1 unit
Plane Geometry.....	1 unit	Science.....	1 unit

METHODS OF ENTRANCE

ENTRANCE BY CERTIFICATE

Entrance without examination *on certificate* is granted to students from approved secondary schools as follows:

1. North Central Association Schools.
2. Secondary schools accredited by any recognized standardizing agency.
3. Secondary schools accredited by Ohio State University.
4. High schools of the *first grade* in other states, which are so rated by the State Superintendent of Public Instruction.
5. Private schools and academies, not on any list, but approved, after investigation, by a vote of the Faculty of Xavier University.

Credentials accepted for entrance become the property of the University and are kept permanently on file. All credentials should be filed with the Registrar. They should be mailed at least one month before the beginning of the quarter in order to secure prompt attention. Compliance with this request will save applicants much inconvenience.

Blank forms of entrance certificates, which are to be used in every case, may be had on application to the Registrar. Certificates must be made out and signed by the principal or other recognized officer of the school and mailed by him directly to the Registrar, Xavier University, Cincinnati, Ohio.

ENTRANCE EXAMINATION

Applicants who are not entitled to enter *on certificate* must take the entrance examinations, held during the last week in June and the first week in September. The applicant may divide the examinations into two parts, taking as many as possible in June, and the remainder in September. An examination in which the applicant has failed in June may be taken again in September.

ENTRANCE TO ADVANCED STANDING

University credit for work done in a secondary school in excess of the requirements for admission can be given only on examination

provided through the Dean's office, and on the basis of five semester hours of credit for one unit of work.

Candidates for entrance from other institutions of collegiate rank, which offer the same or equal courses of study as those at Xavier University, will be granted the same standing as at the former institution upon presenting in advance of registration:

1. A certificate of honorable dismissal.
2. An official transcript of college credits, with specifications of courses and year when taken, hours and grades.
3. An official certified statement of entrance credits and conditions, showing the length of each course in weeks, the number of recitations and laboratory exercises each week, the length of recitation and the mark secured.
4. A marked copy of the catalogue of the college previously attended, indicating the courses for which credit is desired.

No student will be received from another college or university unless he has an average of "C".

No student under penalty for a breach of discipline by any college or university may enroll at Xavier University.

Excess high school credits are not accepted for advanced standing.

No student will be admitted to the University as a candidate for a degree after the beginning of the first semester of the Senior year.

SESSIONS AND VACATIONS

The college year begins on Wednesday of the second full week in September, and includes thirty-six weeks, which are divided into fall and spring terms, of eighteen weeks each. There is a Christmas Recess of two weeks, and an Easter Recess of five days. Classes are not held on legal holidays, nor on days observed as holy days of obligation in the Catholic Church. Commencement Day takes place during the first full week in June.

REQUIREMENTS FOR THE BACCALAUREATE DEGREE

The conditions for the Baccalaureate degree are the following:

1. The satisfactory completion of the four years course leading to the degree for which the student is a candidate. The student is required to complete 128 semester hours of work, which must be of "C" grade (80-84) or better.
2. The requirements for graduation include:
 - (a) A certain amount of prescribed work, especially in the Freshman and Sophomore years;
 - (b) A major and two minors, usually to be taken during the Junior and Senior years, and of "C" grade, exclusive of the first year matter;
 - (c) Free electives, which afford opportunity either for broader culture or for greater specialization as the student may choose;

(d) At least the Senior year in residence at Xavier University.
3. A written thesis of 3000-5000 words approved by the Dean and presented on or before April 15 of the year in which the degree is expected to be conferred.

4. A fee of twenty-five dollars payable in advance.

5. To be a candidate for a degree in the following June, a Senior must have 96 credit hours and 96 credit points with no conditions or deficiencies on entering Senior class in September. The corresponding requirements must be had in January and May.

All applicants for a degree should file their application and present their credits on or before the 15th of April.

Courses in the first two years are prescribed for all students in the School of Commerce. In the Junior and Senior years, candidates for the degree, Bachelor of Commercial Science, must complete sufficient work to satisfy the major and minor requirements. This work will be taken in the departments of Commerce and Accounting.

Candidates for graduation must attend any course of lectures or any other exercises that have been or may be authorized and equipped by the Faculty, even though such courses receive no value in credits.

A candidate for a bachelor's degree must complete a major in at least one department, and a minor in each of two other departments:

(a) One of which is correlated to the major.

(b) The other, a free or unrestricted minor, to be chosen from another group.

The *semester hour* is the unit or standard for computing the amount of a student's work. A semester hour is defined as one lecture, recitation or class exercise, one hour in length per week, for one semester. Two hours of laboratory work are equivalent to one recitation hour. Two hours of preparation on the part of the student is required for each hour of lecture or recitation.

Regular work for Freshmen is *sixteen* hours per week. For all others it may be from *fifteen* to *eighteen* hours. No candidates for a degree will be allowed to register for fewer than twelve hours of work.

No Freshman may register for more than sixteen hours without special permission of the faculty, and such registration is not allowed to any student in his *first half year of residence*.

In case of students of longer attendance, advisers may grant permission to take studies up to eighteen hours a week after the standing of the student in *each study* of the semester is examined and found to be "B" (85) or over.

Students who drop a study without permission will be marked "F" on the Registrar's books. If a student is permitted at his own request to drop a course after attending the class for five weeks or more, he will be given a grade of "E", which will become a part of the permanent records, just as if he had failed at the end of the course.

No credit will be granted any student for more than forty hours

in any department, including credits earned in the Freshman year, except:

1. When a student is writing a thesis, he may count in addition to the forty hours, the hours of the course in which he does his thesis work.

2. In the department of English, a student may take forty hours in addition to Rhetoric 1-2.

GENERAL PROGRAM

FRESHMAN YEAR—32 Semester Hours

First Semester

Introductory Accounting
Introductory Commerce Course
Business Mathematics
Science
Foreign Language
English Rhetoric and Comp.
Public Speaking
Religion

Second Semester

Introductory Accounting
Introductory Commerce Course
Business Mathematics
Science
Foreign Language
English Rhetoric and Comp.
Public Speaking
Religion

SOPHOMORE YEAR—32 Semester Hours

First Semester

Accounting I
Business Law
Introductory Commerce Course
Principles of Economics
Foreign Language
Public Speaking
Religion

Second Semester

Accounting I
Business Law
Introductory Commerce Course
Principles of Economics
Foreign Language
Public Speaking
Religion

JUNIOR YEAR—32 Semester Hours

First Semester

Accounting II
Minors and Electives
Logic
Religion

Second Semester

Accounting II
Minors and Electives
Psychology
Religion

(Field Trips)

SENIOR YEAR—32 Semester Hours

First Semester

Cost Accounting
Minors and Electives
Ethics
Philosophy
Religion

Second Semester

Auditing
Minors and Electives
Special Ethics
Religion
(Placement Training)

CO-OPERATIVE PLAN

Xavier University, through the School of Commerce, aims to train men for successful careers in business. It is hoped that through the co-operative plan that the individual will be trained for group achievement as well as for individual accomplishment. Through this plan personal traits and attitudes will be developed which make for success in co-operative enterprises. It is not the purpose of the school to offer highly-specialized instruction in various techniques but rather by emphasizing fundamentals common to business to lay the foundation upon which students of the school may build successfully regardless of the field which they may enter.

Consequently, the major portion of the professional instruction offered by the school lies in the primary fields of Business Economics, Production Administration, Marketing, Business Law, Finance and Banking. The need, too, is recognized of providing courses in Psychology, Personal Relations, Salesmanship and Management. Great importance is placed on the development of English as a primary asset in business. Hence, formal courses in Composition and Public Speaking are emphasized throughout the entire course of study.

The School of Commerce, moreover, undertakes to provide a considerable number of so-called liberal subjects. Such subjects as History, Political and Social Science, Mathematics, Physical Science, Literature and, particularly, Philosophy, are regarded as rather basic to a business and social career.

CO-OPERATIVE PLAN COURSE

Commerce students must complete all freshman commerce work before they will be allowed to enter the Co-operative Department.

In June, following the freshman year, the faculty of the School of Commerce with the director of Co-operative Department will select the candidates for the Co-operative Course and divide them evenly into two sections. The first section will begin its course of study in July, and its practice work in September; while the second section will begin its course of study in September and its practice work in December.

The two sections will alternate continuously every twelve weeks for four years; at the end of which time those students who have completed the requirements for graduation will receive their B.S. degree in commerce, Co-operative Plan. Each section is given a vacation, on college time, of two weeks in the summer and one week during the Christmas holidays.

The practical work of the co-operative students will be of commercial nature in department stores, shipping rooms, banks, factories, public and private accounting, etc., in and around Cincinnati. Opportunity will be given for the students to see the application of the theories they acquire in college. The practical work of the first two years will, of necessity, be confined to elementary detail work. During the last two years, however, the students should be qualified to handle work requiring higher skill, thereby commanding more responsible positions with their companies. Thus on graduation they will probably be able to find good permanent positions with their co-operative firms.

WAGES

The School of Commerce and Finance is at present co-operating with about one hundred firms including department stores, shipping rooms, banks, factories, public and private accounting firms, and the like. The area covered by these organizations includes not only the city and suburbs, but also certain surrounding cities within an area of one hundred miles.

These co-operating firms offer a wide variety of practical training and many lines of specialization. It is expected that by the end of the first year the student will have found the career in which he is most interested; the school will then use every effort to place him in the work for which he is best fitted.

The co-operative student will receive wages for his work at the prevailing rate in the particular firm in which he is employed. The school makes no guarantee as to work or as to wages, but uses every effort to place students to their best financial and educational advantage. The wages are paid directly to the student by their employers for the actual time worked. Students who start at the minimum rate are not held to this rate if their ability shows that they are worth more.

CO-OPERATIVE PROGRAM

FRESHMAN YEAR

SUBJECT	<i>First Term</i>	HOURS	CREDIT
		PER WEEK	HOURS
Fundamentals of Business.....		3	3
Business Mathematics.....		3	3
English—Rhetoric.....		3	3
Foreign Language.....		3	3
Science.....		4	4
Public Speaking.....		1	1
Religion.....		—	0
Total.....		17	17

<i>Second Term</i>			
SUBJECT	HOURS PER WEEK	LAB.	CREDIT HOURS
Fundamentals of Business.....	3		3
Introductory Accounting.....	3		3
English—Rhetoric.....	3		3
Foreign Language.....	3		3
Science.....	4		4
Public Speaking.....	1		1
Religion.....	—		0
Total.....	17		17

SOPHOMORE YEAR

First Term (12 weeks)

Accounting Principles.....	4	6	4
Principles of Finance.....	5		3
Law: Contracts.....	5		3
English Literature.....	5		3
Public Speaking.....	2		2
Total.....	21	6	15

Second Term (11 weeks)

Law: Negotiable Instruments.....	5		3
Finance: Banking.....	5		3
Accounting Principles.....	4	6	4
English Literature.....	5		3
Public Speaking.....	2		2
Total.....	21	6	15

PRE-JUNIOR YEAR

First Term (12 weeks)

Law: Partnership and Agency.....	5		3
Business English.....	5		3
Economics: American Government....	5		3
Accounting Principles.....	5	5	4
Total.....	20	5	13

Second Term (11 weeks)

Law: Corporations.....	5		3
Accounting Practical Problems.....	5	3	4

SUBJECT	HOURS PER WEEK	LAB.	CREDIT HOURS
Business English.....	5		3
Marketing; Journalism.....	5		3
Total.....	20	3	13

JUNIOR YEAR

First Term (12 weeks)

Law: Sales.....	5		3
Finance: Corporation.....	5		3
Accounting: Cost.....	5		3
Marketing; Journalism.....	5		3
Logic: Minor Logic and Epistemology..	5		3
Total.....	25		15

Second Term (11 weeks)

Accounting: Auditing.....	5		3
Law: Real Property.....	5		3
Finance: Corporations.....	5		3
Marketing: Journalism.....	5		3
Ontology.....	5		3
Total.....	25		15

SENIOR YEAR

First Term (12 weeks)

Finance: Principles of Investment....	5		3
Accounting: Auditing.....	5		3
Marketing: Advertising Principles....	5		3
Management: Property Insurance....	5		3
Psychology.....	5		3
Total.....	25		15

Second Term (11 weeks)

Accounting: C.P.A. Review.....	5		3
Marketing: Applied Advertising.....	5		3
Finance: Investment Analysis.....	5		3
Management: Life Insurance.....	5		3
Ethics.....	5		3
Total.....	25		15

COURSES OF INSTRUCTION

COMMERCE AND FINANCE

ACCOUNTING

A-B. Introductory Accounting.

This course aims to teach the mechanics of business from the standpoint of the office. The student is taught how to write the history of the business. He learns the use and purposes of the various journals and how the facts recorded in these journals find their way into the ledger, or book of final entry. Business papers as actually met with in the daily routine of the business world are handled and studied by the student throughout the course.

This course has two main objects: (1) to prepare students for the regular Accounting Course; (2) to train students for the various duties required in regular office procedure.

Accounting 2. First Year Accounting.

The subject matter of this course is rapidly developed. Special emphasis is based on foundational problems. The course is built up along the lines and methods of modern accounting practice. The subject matter includes: theories of debit and credit; underlying principles of the various accounting records; business papers and documents used as the basis for first entry; simple problems of the balance sheet and income statement; controlling accounts; accounting for proprietorship under the various forms of business organization; corporate stocks, bonds and surplus; the manufacturing corporation; handling sales and purchases; safeguarding the cash; consignments; basic interrelations between accounting and business management; classification of accounts; analysis and interpretation of statements; and related topics. Ample practice for students is provided.

It is prerequisite to all the other courses in accounting. Two semesters. Four hours credit each semester.

Accounting 3. Second Year Accounting.

A thorough study of the corporation and its related problems is the chief aim of the course. Some of the topics covered are: records and accounts peculiar to a manufacturing corporation; theories of the balance sheet; its make-up, form and arrangement; valuation of assets in the balance sheet; depreciation;

showing of liabilities; valuation of capital stock; profits; dividends; reserves and surplus; sinking and other funds; income summary and problems connected therewith; liquidation of a corporation; consolidations and mergers; branch house accounting; fire loss adjustments; hypothecation of accounts receivable, etc.

Practice work for the Winter Session will consist of data in corporation manufacturing accounting for record in blanks. Correlated problems are also used.

Practice work for the Spring Session will consist of carefully classified and graded problems covering the text material. Prerequisite: Accounting 1-2. Two semesters. Three hours credit each semester.

Accounting 4. Cost Accounting.

The course includes a thorough consideration of the basic principles of cost accounting together with their practical application in the development of cost finding systems. Through the medium of lectures, study of a text and the solution of problems, the methods of accounting for materials, labor and burden are treated with special emphasis on cost reports and statements, perpetual inventory systems, accurate labor reports, and the various methods of burden allocation including the handling of over- and under-absorbed burden. Among the problems is included a complete cost set in which the application of cost principles is worked out under conditions closely approximating actual cost keeping.

Prerequisite: Accounting 1-2. One semester. Three hours credit.

Accounting 5. Auditing Theory and Practice.

The course includes a consideration of the problems arising in the conduct of the professional accounting office, with particular emphasis on the problems of balance sheet and detailed audits and various kinds of accounting investigations. The relationship with the client, the working papers, the audit procedure, the accounting principles, the preparation of reports and the ethics of the profession are treated in detail. The work of the accountant as business adviser in connection with accounting systems and procedure, internal auditing arrangements, sales policy, finance, taxes, insolvency, litigation, and rate regulation are fully discussed. The procedure in cases of fraud and defalcation and the services of the auditor as expert witness are included.

The work of the course will include the study of a textbook on auditing together with problems in connection with audits

and investigations involving the preparation of audit programs, working sheets and reports to clients.

Prerequisite: Accounting 3-4. One semester. Three hours credit.

Accounting 6. C. P. A. Problems.

This course is designed to acquaint the student with the type of problems given in C. P. A. examinations. The work will include problems drawn from the C. P. A. Examinations of the State of New York.

One semester. Three hours credit.

Accounting 7. Federal Income Tax.

This course covers a systematic study of the Federal Income Tax under the revenue act. History and legal aspects; tax rates and exemptions; return and payment; gross income; net income; persons and organizations subject to the tax; credits; limitations and the tax. The lectures are supplemented by practical problems covering every phase of the tax laws and by practice in the actual preparation of all forms of returns.

One semester. Three hours credit.

ECONOMICS

Economics A. Fundamentals of Business.

A survey course to prepare students for later courses by building up for them a concrete background out of the field and materials of industry and business organization. This course seeks to present a broad picture of the entire business field. Classification of industries—the primary and the secondary industries and their subdivisions; their meaning, importance and functions; the scope of the term production.

The primary industries: agriculture; mining; forestry; fishing; livestock and dairy production—description of processes, business aspects, functions, economics, major problems.

One semester. Three credit hours

Economics B. Fundamentals of Business.

A continuation of Course A. The subject is further expanded to give the student an understanding of man's conquest of the material world—the machine process; invention; power; large-scale production; chemistry and modern industry.

The secondary industries; manufacturing industries; commercial industries; milling, meat packing, etc.; transportation and communication, merchandising, etc.—treatment same as for primary industries in the first semester.

One semester. Three credit hours.

Mathematics C-D. Business Mathematics.

Review of methods of calculation; computation of profits; determining the selling price; payroll statistics and calculations; simple interest; depreciation; insurance; exchange; taxes; interest on bank accounts; building and loan associations; construction of graphs; short methods of calculation; averages, simple and weighted; compound interest; the progression; logarithms reviewed; equations; principles of actuarial science. Two semesters. Three credit hours each semester.

1-A. Principles of Economics.

1-B. The economic principles involved in the production, exchange, distribution and consumption of wealth. Study of textbook supplemented by lectures, discussions and assigned readings. Two semesters. Three hours credit each semester.

2. Economic History of the United States.

The development of agriculture, commerce and manufacturing industry from Colonial times to the present day. Study of textbook with assigned readings on special topics. One semester. Three hours credit.

3. Money and Banking.

The study of the nature and functions of money; monetary systems and standards; the principles of commercial banking. One semester. Three hours credit.

4. The Distribution of Wealth.

A more advanced treatment of the problems arising out of the distribution of wealth. Theories concerning rent, profits, interest and wages. Discussion of proposed remedies for inequality of distribution: single tax, government ownership, profit-sharing, co-operative enterprises, etc. One semester. Two hours credit.

5. Law and Public Welfare.

A study of legislative measures dealing with the protection of life and health in industry, employment of women and children, regulations of hours of labor, minimum wages, the relief and prevention of poverty. One semester. Two hours credit.

6. Industrial Organizations.

A study of the development of modern industry along the lines of large-scale production and corporate organizations. Prerequisite: Economics 1. One semester. Two hours credit.

7. Economic Resources.

Review of the development of raw materials through historic periods. Rise and fall of cities. Trade routes. The major items of international trade. Influences of climates, rivers,

sea traffic. Races, nations, and peoples according to their economic interests and aptitudes. Progress of science and technology in utilization of natural resources. Raw materials in modern industry. Study of textbook supplemented by lectures, discussions and individual projects. One semester. Three hours credit.

8. Investments.

General survey of the use of capital in permanent enterprises, real estate, manufacturing, agriculture, shipping, mining, banking, trade, wholesale and retail. Government securities, home and foreign. Legal aspects of securities. Distinctions between investment and speculation. Influence of business cycles upon costs of investments and yields. Study of textbook supplemented by lectures, discussions and individual projects. One semester. Three hours credit.

9. Marketing.

Producers, transportation, distribution, sales. Wholesalers, jobbers, brokers, commission merchants, retailers, agents, house-to-house canvassers. Problems of value. The chain stores in modern commercial affairs. The business cycle in relation to prices. Study of textbook supplemented by lectures, discussions and individual projects. One semester. Three hours credit.

10. Business Statistics.

Modern business and its analysis; the facts of business; recognizing and gathering the facts; classifying and tabulating the facts; various methods of presenting the facts; forms of graphical representation; summarizing; averages, means and medians, application of logarithms and algebraic formulae; treatment of variables; index numbers; various types. Index number computation, bases, averages, weighting, application to prices. One semester. Three hours credit.

11. History of Commerce.

Review of the development of commerce, both domestic and international, from the beginning of recorded history. Ancient and mediaeval commerce: Egypt, Mesopotamia, India, China, Persia, Phoenicia, Rome, the Holy Roman Empire. Modern commerce since the discovery of America, with especial treatment of European commerce. Modern commerce with especial treatment of the development in the United States. One semester. Three hours credit.

13. Transportation.

The creation of values by transportation. Progress from the path to the railway, the steamship, the airplane. Problem of

prices and traffic costs. Statutes and various rules of the "law merchant" respecting transportation. Statistics of traffic. The modern corporation in relation to traffic. Tourist influences. Investments in transportation enterprises. Charts and graphs. One semester. Three hours credit.

14. Financial Organization.

Individuals in business, firms, partnerships, joint stock companies, corporations, holding companies. Bookkeeping and accounting problems. Legal relations. The stock exchange influences. Reports daily, monthly, annual. Stocks and bonds. One semester. Three hours credit.

15. Public Finance.

Particular and peculiar relations of taxation to business and to property. Government costs, expenditures, incomes, enterprises, federal, state, municipal and special. Government personnel, authority, salaries. One semester. Three hours credit.

16. History of the Theory of Economics.

Review of the origins and development of economic principles with biographies. One semester. Three hours credit.

17. Bank Administration.

Duties of officers and clerks in bank operation. Forms and procedures. Methods of bookkeeping and accounting. The various departments in a modern bank. Textbook and forms. Prerequisite: Economics 3. One semester. Three hours credit.

18. Merchandising.

A continuation of the course in Marketing. The purpose of this course is to provide an acquaintance with typical merchandising problems encountered by manufacturers, wholesalers, retailers, and other distribution agencies. Actual cases are studied, analyzed, and discussed. The problems of retailers are especially presented.

Thereafter, the methods of commercial research are treated, particularly in their applications to merchandising problems. Sources of available data are identified, and the procedure of obtaining new data is studied. The students undertake actual research work in order to gain experience in making investigations. One semester. Three hours credit.

19. Advertising.

The fundamental principles underlying advertising, and principles of English composition as related to advertising. Local and national advertising campaigns, newspaper, magazine, poster and street car advertising, analysis of medium; commodities and markets; color in advertising; the work of the

press agent; printing and designing; trademarks and copyrights; catalogue making; circular and mail order advertising; point of purchase advertising. One semester. Three hours credit.

20. Salesmanship.

The fundamental principles of salesmanship, the development of wholesale, retail and specialty salesmanship; motives for buying and the attitude of buyers toward salesmen; finding prospects and securing interviews; the pre-approach; meeting sales resistance and other objections and excuses; selection of talking points about offerings; closing the sale; character and makeup of personality; sales demonstrations by students and practical talks by successful business men. One semester. Three hours credit.

21. Business Administration.

A general survey of the problems of business administration approached from the standpoint of the business executive. Problems from the fields of the physical environment, technology, the market, personnel, finance, risk and risk-bearing, and the social environment will be studied. The purpose of this course is to give the student a working knowledge of fundamental principles underlying the management of business enterprises. A study of the structure and functions of present-day business enterprises. Treatment of the adaptation of business to the demands of physical, social and economic environment; management, its purposes, functions and methods; the management functions of planning, organizing, and controlling. One semester. Three hours credit.

22. Corporate Finance.

A study of the problem of financial management of a business from the point of view of the business man. The problems of the small-to-medium sized business are stressed, as well as the problems of the large business. Some of the topics considered are: promotion; stocks; bonds, notes, accounts; sources of fixed capital; distribution of earnings; expansion; reorganization. One semester. Three hours credit.

23. Foreign Trade.

Recent tendencies in the foreign trade of the United States, principles of comparative cost, balance of trade, ocean shipping, handling and financing trade, bills of exchange, national currencies and banking systems, import and export credits, gold movements and the influence of investment and speculation, international creditor and debtor aspects, and governmental aid, foreign business customs and legislation. One semester. Three hours credit.

24. Personnel Management.

This course covers job analysis, practical applications of modern psychology, selection and maintenance of a labor supply, placement and promotion, elimination of risks, co-operation between employers and employees, salary and wage schedules, and employee participations in ownership or management. One semester. Three hours credit.

POLITICAL SCIENCE

1. American Government.

This course gives the student an introductory survey of the basic principles, the practical administration, and the interstate relations of the American Government.

Federal, state and local governmental organizations, party systems, primaries, elections and other aspects of American Government are studied. One semester. Three hours credit.

BUSINESS MATHEMATICS

This course is definitely planned for bookkeepers, salesmen, saleswomen, secretaries, business men, and clerks. It is designed to help their accuracy and speed. Problems given in the course correlate with the everyday activities of business, home, and society. The discussion in the text is arranged in four principal groups. The first group relates to the fundamental principles, the second to fractions, the third to percentage, and the fourth to interest. Each group contains two or more chapters and includes problems which make practical application of the principles discussed.

BUSINESS LAW

1. Contracts, General and Special.

Contracts as the general instrument of modern business; surety and insurance. Principles and cases. One semester. Three hours credit.

2. Negotiable Instruments.

Bills, notes, checks, acceptances. Principles and cases. One semester. Three hours credit.

3. Corporations.

Charters, structure, powers, rights, liabilities. Stockholders and bondholders. Principles and cases. One semester. Three hours credit.

4. **Agency and Sales.**
Principles and cases involving principal agent and third parties. Sales of various kinds. One semester. Two hours credit.
5. **Real Estate, Liens and Wills.**
Estates in land, deeds, mortgages, tenancies. Wills and administration. Liens of various kinds. Principles and cases. One semester. Three hours credit.
6. **Banking, Brokerage, Pledges, Chattel Mortgages.**
Laws of personal property. Trusteeship, Bailments. Principles and cases. One semester. Two hours credit.
7. **Constitutional Law.**
Carriers. Workmen's compensation. Rights of labor. Injunctions. Leading illustrative cases. One semester. Two hours credit.
8. **Constitutional Law.**
Public utilities. Torts of corporations. Taxation of property, personal and real. Municipal corporations. Principles and cases. One semester. Two hours credit.

SCIENCE

- 1a. **General Biology.**
An introduction to the elements of general morphology and physiology. Studies are made of a graded series of invertebrate types illustrating the increase of complexity of form as correlated with division of function. More detailed examination is made of those groups which include many parasitic forms. Two lectures, one quiz hour, and four laboratory hours per week. Four hours credit.
- 1b. **General Biology.**
A continuation of Course 1a. A detailed study of types under the Coelomata group. Prerequisite: Course 1a. Two lectures and four laboratory hours per week. Four hours credit. Other courses in Biology are listed in the general University catalogue.
- 1-2. **General and Inorganic Chemistry.**
A course of experimental lectures and problems combined with laboratory work. The laboratory work includes a brief course in qualitative analysis 1a, 2a. Lectures two hours a week. Laboratory four hours a week. Eight hours credit. Other courses in Chemistry are listed in the general University catalogue.

1-2. General Physics.

Mechanics, Sound, Light, Heat and Magnetism. Prerequisite: Plane Trigonometry.

1a-2a. Lectures, experimental demonstration and recitations, two hours per week. Four hours credit.

1n-2n. Laboratory four hours per week. Four hours credit. Other courses in Physics are listed in the general University catalogue.

ENGLISH

1. Rhetoric and Composition.

A course in the essentials of rhetoric and in the various modes of composition. Required of Freshman students who are deficient in the theory or practice of correct English. Three hours credit. Four hours class.

2. Advanced Rhetoric.

A systematic course based on textbooks, in the theory of rhetoric, the study of style, and the requisites of the various species of writing. A prerequisite to Course 10. Three hours credit.

Other courses in English are listed in the general University catalogue.

FRENCH

Elementary French.

Careful drill in pronunciation. The rudiments of grammar, including the inflection of the regular and more common irregular verbs; the order of words in the sentence; colloquial exercises; writing French from dictation; easy themes; conversation.

A.B. Freshman French.

Mastery of all the rare irregular verb forms; uses of the conditional and subjunctive; syntax. Reading of graduated texts, with constant practice in translating into French portions of the text read; dictation, conversation. Six hours credit.

C. Sophomore French.

Reading, conversation, prose composition, letter-writing, exercises in French syntax. Prerequisite: French A and B, or equivalents. Three hours credit.

D. Sophomore French. (Continued.)

Grammar review, with special attention to problems in syntax. Detailed written abstracts on text read. Letter-writing. Conversation.

Texts: Bruno, *Le Tour de la France*; Sarcey, *Le Siège de Paris*; Renard, *Trois Contes de Noël*; Labiche and Marten, *Le Voyage de M. Perrichon*; Fortier, *Napoleon*; Chateaubriand, *Les Aventures du Dernier Abencerage*. Three hours credit.

Other courses in French are listed in the general University catalogue.

GERMAN

Elementary German.

This course is intended for students who have not presented German for admission. Grammar, pronunciation, colloquial exercises, easy themes, translation from prose selections.

A.-B. Freshman German.

Weak and strong verbs; the use of the modal auxiliaries; the chief rules of syntax and word-order; selections in prose and verse; dictation based upon the readings; frequent short themes; conversation; memorizing of poems. Readings: Baumbach, *Der Schwiegersohn*; Storm, *Immense*; Arnold, *Fritz auf Ferien*; Wildenbruch, *Das edle Blut*. Six hours credit.

C. Sophomore German.

Rapid review of grammar; dictation: prose composition. Open to students who have credit for German A and B, or who have presented elementary German for admission. Three hours credit.

D. Sophomore German. (Continued.)

The more difficult points of syntax; special problems of grammar. Reading of selected texts. Dictation and themes based upon the reading. Memorizing of poems. Readings: Schiller, *Wilhelm Tell*; Goethe, *Herman und Dorothea* and *Iphigenie*; Uhland's Poems. Three hours credit.

Other courses in German are listed in the general University catalogue.

SPANISH

Elementary Spanish.

Grammar: De Vitis. Parts of speech; regular conjugations; study of the indicative mood, differences of tense meanings; imperative use of the simpler idioms. Pronunciation, composition and conversation. Roessler and Remy's *First Spanish Reader*.

A.-B. Freshman Spanish.

Advanced grammar; idiomatic uses of the prepositions; irregular verbs, verbs requiring a preposition. Composition and conversation. Reading: Perez Galdos, Palacio, Valdes, Valera, Alarcón, Colona, Blasco Ibanez and others. Alarcón, Colona, *Lectures Recreativas*. Six hours credit.

C.-D. Sophomore Spanish.

Six hours credit.

Other courses in Spanish are listed in the general University catalogue.

PHILOSOPHY COURSES

1. Formal Logic.

This will comprise the customary treatment of formal logic with added emphasis on inductive reasoning and the informal reasoning of everyday life and of literature. Required of Juniors. Three hours credit.

2. Epistemology.

A study of logical truth, certitude, scepticism, Descartes' Methodic Doubt, Idealism, the Theory of Kant, Pragmatism, New Realism, Error, Universal Ideas, the Proper Object of Sight, Human Testimony, Evidence. Two hours credit.

2A. Ontology.

A course on the transcendental concept of Being and its attributes, unity, truth and goodness. The various concepts of substance and accident as found among philosophers, chiefly Leibnitz, Spinoza, Locke and the Schoolmen; individuation and personality; the perfection of Being. One hour credit.

3. General Psychology.

Definition, scope and meaning of psychology. Plant life: its chief functions. Inner nature of plant life. Animal psychology. Life in general. Divisions. Differences between living and non-living bodies. Three hours credit.

4. General Psychology.

A continuation of Course 3. Studies sentient life; sensation, properties of sensation, the external senses; Scholastic doctrine regarding sensation, and the senses; imagination and memory, sensuous appetite, movement and feeling. Three hours credit.

5. Cosmology.

The origin of the material universe; the constitution of inorganic bodies, organic life, the laws of physical nature, miracles. Required of Seniors. One hour and a half credit.

6. Theodicy.

The first part of this course is devoted to Natural Theology, including: the idea of God, the proofs for the existence of God, the attributes of God, and free will, the Divine action in the universe, Providence. One hour and a half credit.

7. Ethics.

In this course are treated the subjects belonging to general theory; the nature of the moral act, the distinction between moral good and moral evil, moral habits, natural and positive law, conscience, rights and duties. Required of Seniors. Three hours credit.

8. Ethics.

The application of the general principles of ethics to particular, individual and social rights and obligations; the right to property, life, honor; the rights and obligations of domestic society, marriage and divorce; civil society, its nature and forms; the rights of civil authority; Church and State; the ethics of international relations, peace and war. Three hours credit.

9. History of Ancient Greek Philosophy.

In ancient Greek philosophy attention is directed primarily to the teachings of Socrates, Plato and Aristotle and to the systems of Stoicism and Epicureanism. Plotinus is taken as representative of the Alexandrian movement; and St. Augustine is studied as the most conspicuous example of the early Christian philosopher. This course is carried on by means of lectures and recitations and the reading of representative selections. Turner's *History of Philosophy* is used as the basis of lectures and recitations. Three hours credit.

10. History of Mediaeval and Modern Philosophy.

In the study of mediaeval philosophy attention is centered on the origin and development of Scholastic philosophy and on the system of St. Thomas as the most complete synthesis of mediaeval thought. In the division of modern philosophy, Descartes, Locke, Hume, Kant, Hegel and Spencer are taken for special study. Among present-day tendencies the revival of Scholasticism and the trend towards realism are noticed. De Wulf's *Mediaeval Philosophy* is made the basis of the treatment of Scholastic Philosophy and Turner's *History of Philosophy* is used as the test for modern systems. Lectures, recitations, readings and discussions. Three hours credit.

COURSES IN RELIGION

1. Christian Revelation; the Church.

Revelation in general; Christianity, a revealed religion; Patriarchal and Mosaic Revelation; Divine origin of the Christian Revelation. The Church: its institution and end; Constitution of the Church. One hour credit.

2. The Church, God and Salvation.

Marks and Teaching Office of the Church; Holy Scripture and Tradition; the Rule of Faith. God the Author and Restorer of our salvation; God considered in Himself; One in Nature; His existence, Nature, Attributes, Unity; the Trinity. One hour credit.

3. Creation and Redemption.

Creation; the spiritual world; the material world. Man and the Fall. God the Redeemer; the Person and Nature of the Redeemer; the work of Redemption. One hour credit.

4. Grace and the Sacraments.

Actual, habitual and sanctifying grace; infused and acquired virtues; Pelagianism, Jansenism, Naturalism, and other errors refuted. The Sacraments in general; Baptism, Confirmation; the Holy Eucharist as a Sacrament and as a Sacrifice. One hour credit.

5. The Sacraments; Morality and Virtue; Eschatology.

The Sacraments of Penance, Extreme Unction, Holy Orders and Matrimony; Sacramentary errors refuted. The basis of morality; law, conscience and free will; moral good and moral evil. The Christian's duties toward God; natural and supernatural virtues; Faith, Hope and Charity; the Last Things. One hour credit.

6. Divine Worship; Christian Perfection.

Internal and external worship due to God; direct and indirect acts of worship; veneration of the saints. The Christian's duties toward self and neighbor; works of supererogation. One hour credit.

7. Sacred Scripture.

Biblical Canonics and Hermeneutics. Fact, nature and extent of inspiration. The Bible and Science. Explanation of difficulties drawn from geology, astronomy, biology, paleontology and evolution. One hour credit.

8. Scripture Reading.

Readings from the Old and New Testament; comparative study of Greek text, and Latin and English versions. One hour credit.

PUBLIC SPEAKING COURSES

1. Principles of Vocal Expression.

Practical training in the fundamentals of effective speaking. Instruction on the management of the breath; methods of acquiring clear articulation; correct and refined pronunciation; direct, conversational and natural speaking inflection; qualities of voice and their use; purity, range and flexibility of tone. Individual criticism and conference with the instructor. One half hour credit.

2. Gesture and Technique of Action.

The study of poise; posture, movement and gesture; spontaneity of expression; correction of mannerisms; power and pathos; ease, grace and effectiveness of delivery. Class exercise, criticism and conferences. One-half hour credit.

3. Argumentation and Debating.

A practical training for those students who have taken or are taking the course in oratory prescribed under English 5. Thought development; division and arrangement; argumentative, persuasive and demonstrative speeches; a finished argument and the fallacies of argument; the essentials of parliamentary law and practice; manner of conducting deliberative assemblies. Class exercises. Individual criticism and conferences. One-half hour credit.

4. The Occasional Public Address.

Informal public addresses; the presentation of business propositions before small or large audiences; impromptu and extempore speaking; after-dinner talks. Speeches for various occasions. Class exercises, individual criticisms and conferences. One-half hour credit.

5-6. Practical Oratory and Debating.

This course covers four years and is open to all the students of the College. Its aim is to afford special training in public speaking. To this end strict parliamentary practice is followed throughout. The literary and oratorical exercises include declamations and elocutionary reading; criticism and discussion of interpretation and delivery; the composition and reading of short stories, poems and essays; orations illustrative of rhetorical principles; extemporaneous speaking, the knowledge and application of parliamentary law; debates. Two hours credit.

7-8. Current Topics With Public Speaking.

(See History 9.)

Address inquiries regarding day classes to

School of Commerce and Finance, Xavier University

Evanston Station, Cincinnati, Ohio